



# NAVAJO AREA INDIAN HEALTH SERVICE



POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

**VACANCY ANNOUNCEMENT**  
FD-08-42

**OPENING DATE**  
09-17-08

**CLOSING DATE**  
09-30-08

**POSITION**  
Medical Records Technician  
(Chart Analysis Coordinator)

**LOCATION AND DUTY STATION**  
Health Records Department  
Fort Defiance Indian Hospital  
Fort Defiance, AZ

**GRADE/SALARY**  
GS-0675-06, \$33,135.00 –\$43,076.00 per annum

**NUMBER OF VACANCIES**  
One (01) Vacancy PCN: 151732

**APPOINTMENT**  
● Permanent

**WORK SCHEDULE**  
● Full Time

**AREA OF CONSIDERATION**  
● IHS - WIDE

**\*\*Incumbent may be required to work on a rotating basis for evening, nights, weekends and holidays.\*\***

**SUPERVISORY/MANAGERIAL**  
● NO

**PROMOTION POTENTIAL**  
● NO

**HOUSING**  
● PRIVATE HOUSING ONLY

**TRAVEL/MOVING**  
● NO EXPENSES PAID

**DUTIES.** This position is located in Medical Records Services within the Business office under the Division of Administration and Management at the Fort Defiance Indian Hospital. The purpose of this position is to perform a variety of specialized medical records functions such as in depth chart analysis manually and on-line in the form of Electronic Health Records, retrieving, compiling and analyzing medical records, scanning medical reports into the Electronic Health Records, and maintaining medical records in the form of Electronic Health Records for compliance with regulatory requirements. Performs a comprehensive review and verification either manually and or on-line by assembling and analyzing inpatient discharged health information including the day surgery charts to assure the presence of all component parts of patient information elements are present to meet the requirements of accreditation agencies such as JCAHO, CMS, and IHS regulations and standards that govern Medical Records Department policies. Medical Records maintenance is accomplished by use of an automated record system. Ensure the final diagnoses and procedures stated by the physician are valid and completed. Responsible for completing deficiency cards for all identified deficiencies and key enters into the data into the RPMS, under the incomplete chart menu and follows up on completion of patient charts. Updates the medical records charge out guides on all charts of patients that have been discharged and analyzed by placing cards in the proper out guide in the main file room to identify the location of charts. Reviews and monitors unsigned documents in the electronic health records system for compliance purposes, and notifying the appropriate providers of their unsigned documents hanging in the electronic health records. Scans the original hard copies of patient documents into the electronic health database including consent forms, patient referrals, consultation reports and other incoming outside medical reports which are needed for patient care. Utilizing the Dictaphone system, the technician checks for incoming reports such as narrative summaries, operative reports, consultations, history and physicals, and other various stat reports from the transcription service via modem. Responsible for establishing the physician incomplete/delinquent listing daily and or weekly by printing the previously key entered data into the RPMS,

incomplete chart menu and distributes copies to all physicians and the Clinical Director. Oversees the archival activities of the patient health information by planning, controlling, directing, organizing, training, and promoting adequate preservation of all patient health information. Prepares a plan that explains how and where records are filed and when to archive health information to the Federal Archive Center. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIREMENT:** NONE

**LICENSURE REQUIRED:** NONE

**BASIC QUALIFICATIONS:** Applicants must have 52 weeks of specialized experience equivalent to the GS-05 grade level to qualify for the GS-06 grade level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. Examples of the experience which will be credited are similar to the duties specified above.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Generally, not applicable.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provision of the Merit Promotion Plan must complete at least 52 weeks of service at the GS-05 grade level to qualify for the GS-06 grade level.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**CONDITION OF EMPLOYMENT:** Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

---

**NOTE:** Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series **GS-0675** for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Personnel Office.

### **WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

---

---

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
    - A. Current or former career or career-conditional (tenure groups I or II) competitive service employees who:
      1. Received a specific RIF separation notice; or
      2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      3. Retired with a disability and whose disability annuity has been or is being terminated; or
      4. Upon receipt of a RIF separation notice returned on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; OR
      5. Retired under the discontinued service retirement option; or
      6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
    - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 or Title 5 United States Code.
  2. Be applying for position as or below the grade level of the position from which you have been separated. The position at or below must not have a greater promotion potential than the position from which you are separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc)
  6. Be rated well qualified (a score of 80 on a rating scale of 70 to 100) for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.
- 
-

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualification in each of the following.

1. *Ability to analyze and abstract patient health information manually and electronically.*
2. *Knowledge of established medical records concepts, principles and procedures.*
3. *Knowledge of rules and regulations pertaining to a Compliance program and the various aspects of compliance issues specifically coding, billing and it's relation to Indian Health Services.*
4. *Ability to maintain security of confidential health information.*
5. *Knowledge and understanding of the operation of RPMS, Dictaphone and the Electronic Health Records Systems.*
6. *Knowledge of medical record formats to accurately process all transcribed documents.*
7. *Knowledge of legal requirements for Medical Records.*

**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

---

**NOTE:** The Declaration for Federal Employment (OF-306) and IHS Addendum to the Declaration for Federal Employment must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

---

**HOW & WHERE TO APPLY:** All applicants must submit ONE of the following to the Fort Defiance Indian Hospital, Personnel Department, Post Office Box 649, Fort Defiance, AZ 86504, by close of business on the closing date.

1. OF-612, Optional Application for Federal Employment; **OR**
2. Resume; **or**,
3. Other written application format plus college transcripts, a copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS" Form 4432, signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference**. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.

**INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. ***SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.***

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.

4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10-point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work Experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

***ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.***

**NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training, and/or experience.

*For more information contact: Linda DeWolfe, HR Specialist at (928) 729-8255.*

---

**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

---

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

---

**VETERANS PREFERENCE:** **Veterans** who are preference eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

---

**SELECTIVE SERVICE CERTIFICATION:** If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. Submit a copy of Selective Service Registration to verify compliance.

---

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

---

/S/\_\_\_\_\_.

Human Resource Clearance/Date

---

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – **FD-08-42**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR XEROX REQUESTS. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL

SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

**Electronic or faxed application or documents will not be accepted.** Applications mailed using government postage or through an internal government mail system will not be considered.

## **SUPPLEMENTAL QUESTIONNAIRE**

### **Medical Records Technician GS-0675-06 (Chart Analysis Coordinator)**

1. ***Ability to analyze and abstract patient health information manually and electronically.*** The person in this position should have the knowledge to review and abstract the patient's documented health information from the hard copy and the electronic health record system to ensure accuracy and completeness of all medical records. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ***Knowledge of established medical records concepts, principles and procedures.***

The person in this position should have the knowledge in medical records keeping for timely completion, clinical pertinence, reviewing charts for results of all tests, and forms used in the chart; must know the difference between a completed, accurate chart versus an incomplete chart. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ***Knowledge of rules and regulations pertaining to a Compliance program and the various aspects of compliance issues specifically coding, billing and it's relation to Indian Health Services.*** The person in this position should have the skills and knowledge where to find the rules and regulations pertaining to the maintenance of patient's charts for legal reasons and for compliance purposes or what references to use. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ***Ability to maintain security of confidential health information.*** The person in this position must be able to show experiences that she/he worked with strict confidential health information and must know the importance of confidential and the security of maintaining these patient health information and data. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)



**5. *Knowledge and understanding of the operation of RPMS, Dictaphone and the Electronic Health Records Systems.*** The person in this position must be able to show experiences that she/he worked with above computer hardware and software. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

**6. *Knowledge of medical record formats to accurately process all transcribed documents.*** The person in this position must be able to show skills and knowledge in the use of special formats used in the transcription of patient documents. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

**7. *Knowledge of legal requirements for Medical Records.*** The person in this position must know the importance of legal patient documentation and must know the Privacy Act of 1974, HIPAA of 2006 and IHS related regulations in regards to confidentiality of patient medical records. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

---

---

**CERTIFICATION**

I *CERTIFY* that all of the statement made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date